

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** July 30, 2004
REFERENCE CODE: 2004-034

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Super State Restriction of Appointments Process

CONTACT: Personnel Services Branch
(916) 323-3343
FAX: (916) 327-1886
E-mail: psb@dpa.ca.gov

The purpose of this memorandum is to provide direction and clarification regarding the Super State Restriction of Appointments (SROA) process.

What is Super SROA?

The Memoranda of Understanding between the State and Bargaining Units (BU) 2 and 9 contain the following clause, which is referred to as "Super SROA:"

"Departments filling vacancies shall offer positions to current employees facing layoff, demotion in lieu of layoff, or mandatory geographic transfer, who meet the minimum qualifications for the vacancy being filled, provided that the vacancy is equivalent in salary and responsibility and in the same geographic area and bargaining unit."

Who Qualifies for Super SROA?

An employee in BU 2 or 9 who is facing layoff, demotion in-lieu-of layoff, or mandatory geographic transfer, qualifies for the

provisions of Super SROA when a position is being filled if he/she meets the following three criteria:

1. Works in any county touching the county in which the BU 2 or 9 vacancy exists.
2. Is in a BU 2 or 9 class whose salary and responsibility levels are within transfer range of the vacancy and is eligible to transfer to the position being filled.
3. Meets the minimum qualifications (MQs) of the position being filled. Only those requirements specifically included in the MQs on the class specification may be considered to exclude an applicant from consideration.

Role of Departments Hiring Employees in BU 2 or 9 Classes

1. Go to Department of Personnel Administration's (DPA) website for a listing of all departments which have surplus/SROA employees in BU 2 or 9 classes.
2. Order certification lists for BU 2 or 9 classes.
3. Widely advertise employment opportunities including posting them on the State Personnel Board's Vacancy Data Base System (VPOS) and posting them in their own department.
4. Contact the SROA or Layoff Coordinator in each of the surplus/SROA departments by telephone and advise him/her of the class, number, geographic location, and salary of the position to be filled.
5. Follow up the telephone contact by sending each SROA or Layoff Coordinator a job bulletin for each position to be filled.
6. MUST fill each vacant position with an employee who meets the Super SROA criteria, if one applies.
7. If no BU 2 or 9 employee who is qualified for Super SROA applies, follow the provisions of the regular SROA Program.

Role of Departments Laying Off Employees in BU 2 or 9 Classes

1. Complete an SROA Scantron form on behalf of the employee and send the Scantron form to the State Personnel Board (SPB). Send the employee a copy of the Scantron form to sign and update, if necessary.
2. The SROA or Layoff Coordinator should personally and expeditiously contact each surplus BU 2 or 9 employee by e-mail, telephone, or via their supervisors or managers and notify them of the vacancies.
3. Immediately follow this initial contact by faxing copies of the job bulletins to each surplus employee.
4. Direct each "qualified" surplus employee to fax an application to the contact at the hiring department within five calendar days of receipt of the bulletin.

Role of Surplus/SROA Employees in BU 2 or 9 Classes

1. Determine if you meet the eligibility criteria for Super SROA.
2. Review and sign the copied Scantron form and return to the department contact person.
3. Respond to job bulletins forwarded to you from your department's SROA or Layoff Coordinator within five calendar days of their receipt.
4. Seek and apply for BU 2 or 9 positions under the provisions of the regular SROA Program if you do not meet the Super SROA criteria.

Role of DPA

1. Maintain the listing of all departments with surplus BU 2 or 9 employees in one particular section of the DPA Web site, for easy reference by hiring departments.
2. Ensure that a BU 2 or 9 employee who does not meet the Super SROA criteria is afforded the right to be considered for positions under the provisions of the regular SROA Program.
3. Maintain and review hiring data provided by the State Controller's Office to ensure that the provisions of both the Super SROA process and the regular SROA Program are being complied with.

PML 2004-034
July 30, 2004
Page 4

The above clarification on the SROA Process is now incorporated into the SROA Manual, Subsection V.E.5. The SROA Manual can be accessed on DPA's Web site at the following link:

<http://www.dpa.ca.gov/general/Publications.shtm>

If you have any questions regarding this memorandum, please have your designated personnel office staff contact the DPA's Personnel Services Branch (PSB) Unit at (916) 323-3343 or e-mail psb@dpa.ca.gov.

Jerri Judd, Manager
Personnel Services Branch